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Agency-Watergate File Review  
Proposed Action Plan

Objective: To conduct an effective file review program, coupled with a selective interview program, to comply with the Director's request for a review of Agency files for material connected in any way with Watergate. The review must be conducted on a timely basis, provide an assurance of comprehensiveness, and be thrifty of manpower and other resources.

Proposed methodology: The designation of responsible officers for the organization and conduct of the review; the review of record descriptors to exclude at the onset those records which clearly will not contain Watergate-related materials; the careful screening of those files whose descriptors indicate that they have a marginal chance of containing Watergate-related materials, and the thorough screening of those files whose descriptors indicate a better than marginal chance of containing Watergate-related materials. As key officials are identified who are in the best position to have been directly or indirectly associated with activities identified by the IG "WATERGATE - GUIDELINES FOR AGENCY FILE REVIEW", they will be interviewed to see if they can provide further clues from their memory of what occurred. Certification shall be provided to the IG of the results of the above actions.

Discussion: A responsible individual shall be appointed and charged with the conduct of this file search at each appropriate managerial level. The appointment below that of Office level shall be the decision of the Office Director and will reflect the complexity of the record organization of the Office. The individual thus selected should be knowledgeable of the working style of the Office, its substantive actions, and its methods of recording information, both formal and informal. In conjunction with the component

Records Management Officer, he shall review the Records Control Schedule, Vital Records Schedule, and related records identification materials of that component to identify the records contained in the office, the Records Center and Agency Archives which are: a) highly unlikely to contain Watergate-related materials; b) may contain such materials; and c) are likely to contain materials. Group A will be identified and excluded from further review.

A record will be maintained of the records sets involved and the volume of material concerned. At the conclusion of the file review program, a certification will be made to the responsible officer for the Directorate that this material was excluded, based on descriptors and the conscious decision of responsible officials who will be identified. Group B will be screened by knowledgeable individuals from the component concerned. If Watergate-related materials are found, copies shall be forwarded to the IG. At the conclusion of the review of Group B, a similar certification shall be forwarded. The same general procedures will be followed with Group C, which shall be a

careful and thorough review of designated files by knowledgeable and responsible officers of the component concerned. Copies will be provided to the IG of any Watergate-related materials found, and certification procedures will be followed. Any interviews which uncover Watergate-related materials shall be transcribed, approved by the interviewee for accuracy and forwarded to the IG.

At the conclusion of the file review program for the Directorate, the responsible officer for the Directorate shall advise the IG the volume of records in each group and the action taken (excluded, screened, reviewed or provided the IG). The responsible individual shall also provide the IG with a certification that the actions were taken carefully and consciously by responsible officers.

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*All Up* → "Watergate - Guidelines for Agency File Review", they ~~should~~ be interviewed to see if they can provide further clues from their memory of what occurred. Certification shall be provided to the IG of the results of the above actions.

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*to the responsible officer for the Directorate*  
program, a certification will be made that this material was excluded, based on descriptors and the conscious decision of responsible officials who will be identified. Group B will be screened by knowledgeable individuals from the component concerned. If watergate-related materials are found, copies shall be forwarded to the IG. At the conclusion of the review of Group B, a similar certification shall be forwarded. The same general procedures will be followed with Group C, which shall be a careful and thorough review of designated files by knowledgeable and responsible officers of the component concerned. Copies will be provided to the IG of any Watergate-related materials found, and certification procedures will be followed. Any interviews which uncover Watergate-related materials shall be transcribed, approved by the interviewee for accuracy and forwarded to the IG.

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